

Eastholme Home for the Aged

wants you to join our team!

Administration Assistant (Payroll, Accounting and HR)

Permanent Full-time opportunity



Under the direction of the Director, Administrative Services, the Administration Assistant will provide efficient and accurate accounting and administrative functions within the Home. This is a multi-faceted role with primary functions including payroll processing, accounts payable and receivable, trust fund accounting, WSIB support including claims processing, and recruitment support (offer letters and other administrative tasks related to the employees' lifecycle with Eastholme). The Administration Assistant is a key member of the Administration team, helping to keep all of the back-office processing flowing smoothly for the operations of the Home.

A sample of the key responsibility areas for this job:

- Process financial transactions related to payroll, accounts payable, accounts receivable, and trust accounting; follow up and resolve any and all issues, seeking direction where required.
- Prepare and enter accruals, journal entries and perform various reconciliations.
 - Reconcile supplier invoices with purchase orders, prepare cheque disbursement summaries, and prepare cheques for payment.
 - Responsible for receipt of funds and preparation of bank deposits and bank reconciliations.
- Prepare biweekly payroll including troubleshooting and resolving payroll discrepancies.
- Act as back-up to HR Generalist with respect to WSIB submissions (Form 7) and related correspondence.
- Perform month- and year-end financial procedures, including T4s and pension administration.
- Prepare documents, financial reports and forms, ensuring financial related policies and procedures are adhered to.
- Prepare employment contracts/letters of hire for employees using templates, and ensure all required documents are produced by applicants/employees for HRIS and payroll processing.
- Maintain files for residents, employees, suppliers, contracts, third parties, and government agencies.
- Respond to inquiries from residents, employees, visitors, which may include disbursements of trust funds and petty cash, employee benefit plan forms, courier services, etc.
- Perform a wide variety of administration related tasks such as, answering telephone calls/directing calls to appropriate staff, preparing correspondence to families, suppliers and government agencies, completing statistical surveys, receive and sort mail, order office supplies and maintain adequate inventory of supplies and forms, etc.
- Provide back-up coverage and support within the Administration department as directed to ensure timelines are met and consistent customer service is provided to residents, families and employees.

What You Will Bring to Us:

- Post secondary education in accounting/finance or business administration, or equivalent, coupled with a Payroll certification (Payroll Compliance Practitioner (PCP)).
- Minimum of three (3) years' experience in a related accounting/administration position, preferably within a unionized work environment.
 - OMERS (or other pension) and WSIB claims experience are highly desirable/preferred attributes.
- In depth knowledge of accounting policies and procedures.
- Proven attention to accuracy and detail with excellent organizational skills.
- Demonstrated adherence to confidentiality for sensitive financial data and employee and resident information.
- Excellent knowledge of computer systems and software including financial and payroll systems, spreadsheets, databases, web-based programs, and e-mail.
- Proven excellent interpersonal skills and effective oral/written communication skills. Must be courteous and tactful when dealing with residents and family members, employees and visitors.
- Ability to work independently and as a team to prioritize time sensitive tasks with minimal direction.
- Must be able to maintain status to be bonded for cash handling.
- Must be willing to work the hours necessary to ensure the effective operation of the facility.
- Must provide a complete and current Vulnerable Sector Check (including a Criminal Background Check).
- Must be willing to obtain any, and all, required immunizations as set out by legislation or regulations.

The full/detailed job description can be reviewed on the [Eastholme Careers Page](#)

What We Offer to You:

- Competitive wages (59,700-68,500) annualized based on a 40-hour work week)
- Health Benefits, Paid vacation, OMERS pension plan

Please submit your resume to:

HR@eastholme.ca

We thank everyone for their interest in joining our team! Once we review your resume, if you have the qualifications we require for this job, we will be in touch to schedule an interview.

Posting Closes: **Wednesday July 10, 2024 @ 12:00 NOON**

Eastholme is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.

Eastholme is a 128-bed district home for the aged located in Powassan in a tranquil setting overlooking the town and on the edge of a 60-acre forested parcel of land - an ideal setting in which to work!